



dodea americas

Maxwell AFB Elementary Middle School

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Dear MEMS family:

As we draw to the end of this unusual school year, we need to collect all school items that students have borrowed (i.e. laptops/cords, band instruments/cases, textbooks, library books, calculators, cameras, etc.).

Procedure:

- Select a day and corresponding time for material return by student last name (see below).
- Drive to the car rider area at the front of the school. School staff will be waiting at three drop-off stations.
- Hand items out the window to the receiving staff member (i.e. laptop with charger, instrument in case). If possible, have someone on the passenger side to help. For safety purposes, staff will wear masks and gloves.
- Wait until you are cleared before departing, particularly if you are returning a laptop.

| Student last name | A-D | E-K | L-M | N-R | S-Z |
|-------------------|------|------|-------|-------|------|
| May 15 | 8:00 | 9:00 | 10:00 | 12:00 | 1:00 |

OR

| Student last name | S-Z | N-R | L-M | E-K | A-D |
|-------------------|------|------|-------|-------|------|
| May 19 | 8:00 | 9:00 | 10:00 | 12:00 | 1:00 |

Thank you for helping us to make this a smooth process!

Paul D. Hernandez
Principal
Maxwell AFB Elementary/Middle School